

# Application for Judicial Branch Federal Employment

*If you need additional space, continue under "Remarks" listing item number.*

1. Name      Last, First, Middle Initial      Mr. Miss Mrs. Ms.      2. Phone Number      3. Social Security Number

4. Present Address

5. Date of Birth

Place of Birth:

City

State \_\_\_\_\_ Country

6. Other Names Previously Used

## GENERAL

8. Are you a U.S. citizen? Yes ( ) No ( ) - If no, list the country of your citizenship

9a. Were you ever a federal civilian employee? No ( ) Yes ( ) - If yes, highest civilian grade given: Series \_\_\_\_\_ /

Grade \_\_\_\_\_

9b. Are you receiving a federal annuity payment? No ( ) Yes ( )

10. Do you have any relatives that are judges, officers or employees of the United States Courts? No ( ) Yes ( ) - If yes, give their names, positions, and relationship to you:

11. Have you ever been discharged from a position or asked to resign under the threat of discharge? No ( ) Yes ( ) - If yes, please explain under Remarks at the end of this form.

12. Have you ever been convicted? No ( ) Yes ( ) - If yes, explain under Remarks at the end of this form.  
(You may omit (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less).

## EDUCATION

13. Do you have a high school diploma or G.E.D. equivalent? No ( ) Yes ( ) - If yes, date of completion:

Name & Location of Colleges or Universities Attended (including Law School)	Dates Attended	Number of Credit Hours		Degree	Date Received	GPA and/or Scholastic Standing
		Qtr	Sem			

Chief Undergraduate Subjects	Credit Hours		Chief Graduate Subjects	Credit Hours	
	Qtr.	Sem.		Qtr.	Sem.

Other schools or training such as a trade, vocational, Armed Forces, or business. Give for each: Name and location of school, dates attended, subject studies, certificates, and any other pertinent data.

#### MILITARY SERVICE

14a. Have you ever served on active duty with the military? No ( ) Yes ( ) - If yes, attach a copy of DD214 Notice of Separation

14b. Are you retired from military service? No ( ) Yes ( ) Discharge Date: Type of Discharge:

#### APPLICANTS FOR LEGAL POSITIONS

15a. Are you admitted to the bar? No ( ) Yes ( ) If yes, list the bar(s) to which admitted and dates of admission:

Is your bar membership ( ) Active ( ) Inactive

15b. Did you attend a bar review course? No ( ) Yes ( ) - List type of course:

Dates Attended: From To

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#### 16. Work Experience Including experiences while in military service

(Start with your present position and work back 10 years. Use additional page if necessary.)

A.

Dates of Employment (month, day, year) From: To -----		Number of hours worked per week:	Exact Title of Your Position:
Salary or Earnings: Starting \$ per ----- Final \$ per -----	Grade/Level (If in Federal Service)	Place of Employment City ----- State or Country -----	Kind of business/organization
Name and address of Employer (firm, organization, etc.)		Name and Title of Immediate Supervisor	
Business Telephone: Area Code Number		Number of Employees Supervised	Can your present employer be contacted?
Reason for leaving:			
Description of work			

B.

Dates of Employment (month, day, year) From: To -----		Number of hours worked per week:	Exact Title of Your Position:
Salary or Earnings: Starting \$ per ----- Final \$ per -----	Grade/Level (If in Federal Service)	Place of Employment City ----- State or Country -----	Kind of business/organization
Name and address of Employer (firm, organization, etc.)		Name and Title of Immediate Supervisor	

Business Telephone: Area Code      Number	Number of Employees Supervised	Can your present employer be contacted?
Reason for leaving:		
Description of work		

C.

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position:
Salary or Earnings: Starting \$ _____ per _____	Grade/Level (If in Federal Service)	Place of Employment City _____ State or Country _____	Kind of business/organization
Final    \$ _____ per _____			
Name and address of Employer ( <i>firm, organization, etc.</i> )		Name and Title of Immediate Supervisor	
Business Telephone: Area Code      Number		Number of Employees Supervised	Can your present employer be contacted?
Reason for leaving:			
Description of work			

Continuation Sheet - AO-78

**Copy this sheet if necessary**

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position:
Salary or Earnings: Starting \$ _____ per _____	Grade/Level (If in Federal Service)	Place of Employment City _____ State or Country _____	Kind of business/organization
Final    \$ _____ per _____			
Name and address of Employer ( <i>firm, organization, etc.</i> )		Name and Title of Immediate Supervisor	
Business Telephone: Area Code      Number		Number of Employees Supervised	Can your present employer be contacted?
Reason for leaving:			

Description of work

Dates of Employment (month, day, year)

From: \_\_\_\_\_ To

\_\_\_\_\_

Number of hours worked per  
week:

Exact Title of Your  
Position:

Salary or Earnings:

Starting \$ \_\_\_\_\_ per

\_\_\_\_\_

Final \$ \_\_\_\_\_ per

\_\_\_\_\_

Grade/Level

(If in Federal  
Service)

Place of Employment

City

\_\_\_\_\_

State or Country

\_\_\_\_\_

Kind of  
business/organization

Name and address of Employer (*firm, organization, etc.*)

Name and Title of Immediate Supervisor

Business Telephone:

Area Code          Number

Number of Employees  
Supervised

Can your present employer  
be contacted?

Reason for leaving:

Description of work

# ADDITIONAL SKILLS

17. Provide typing skills:

18. Provide computer skills:

19. Do you speak or read a language other than English?  
(include sign language) Applicants for jobs that require language other than English may be given an interview conducted solely in that language.

YES \_\_\_\_\_

NO

\_\_\_\_\_

\*If YES, list each language and place an "X" in each column that applies to you.

\*If NO, go to 20.

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	To English	From English	Easily	With Difficulty

## AVAILABILITY

20. When can you start work?

21. What is the lowest pay or grade per year you will accept?

22. In what geographic area(s) are you willing to work?

23. When needed, are you willing to work more than 40 hours per week and weekends?

## ADDITIONAL BACKGROUND INFORMATION (Give additional information if YES)

24. Have you ever been convicted for any felony violation even if it was reduced to a misdemeanor?

25. Are you now under charges for any violation of law?

26. Have you ever forfeited collateral for any violation not described above?

27. Have you ever been convicted of a military court martial?

28. Are you delinquent on any Federal or State debt or defaults on guaranteed or insured loans?

29. REFERENCES [List three people who are not related and are not present or past supervisors] Name, address, phone for contact.

30. REMARKS: (Use this space for continuation of answers. List the number of item being continued.)

31. APPLICATION CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED